



JOB POSTING DEPUTY BUILDING INSPECTOR

BASIC FUNCTIONS:

Reviews building plans and proposed construction projects with contractors or property owners to ensure compliance with applicable codes and standards.

DUTIES AND RESPONSIBILITIES:

- Provides direct building, HVAC and electrical inspections within the Village of Mount Pleasant.
- Provides plan review for new buildings, additions, remodeling projects, pools, sheds, garages and decks and answers any inquiries associated with such review.
- Receives all building permit applications and aids applicants in their completion of applications including answering all related questions from the public.
- Assists with issuing all building, HVAC and electrical permits.
- Assists with establishing addresses for all new buildings.
- Assists with code compliance and zoning compliance issues throughout the Village including working with other departments and personnel to ensure code compliance.

REQUIRED EXPERIENCE OR CERTIFICATIONS:

- At least two years of university, community college, business school, technical school in building trades or similar fields or at least two years in a building trade or building code enforcement.
- Certifications through the State of Wisconsin Department of Safety and Professional services in the following areas:
 - UDC Construction Inspector
 - UDC HVAC Inspector
 - UDC Electrical Inspector
 - Commercial Building Inspector
- Equivalent combinations of training and experience will be considered.

REQUIRED SKILLS & ABILITIES:

- A valid State of Wisconsin Driver's License or have the ability to obtain upon hire
- Ability to exercise sound judgment
- Ability to display initiative
- Skills in diplomacy and interpersonal relations
- Ability to maintain effective working relationships with individuals within and outside the organization
- Ability to read, understand and process routine and complex information in written form
- Ability to evaluate and/or make independent decisions, with or without supervision

- Ability to organize individuals of diverse needs toward a common goal
- Skill in program administration
- Skills in code interpretation and enforcement
- Skills in inspections
- Ability to inspect properties and ensure compliance with all applicable codes
- Ability to communicate required changes to properties both verbally and in writing and track compliance
- Ability to climb ladders and enter construction sites during various stages of construction activity
- Ability to work outdoors in all weather conditions

HOURS OF WORK:

This position works the regular business hours of 7:00 a.m. to 4:00 p.m.; responsibilities outside of the regular business hours are required.

SALARY RANGE:

The anticipated salary for this position is \$55,000 - depending on education and experience.

TO APPLY:

Anyone meeting the qualifications set forth in this job announcement and interested in applying should submit a cover letter and resume to the Kurt Wahlen, the Village Administrator by e-mail; kwahlen@mtpleasantwi.gov Applications will be accepted until the position is filled. The Village of Mount Pleasant is an Equal Opportunity Employer.